

# ATTENDANCE SUPERVISORS FALL CONFERENCE

Common Errors in EIS

September 15, 2006

# Common Errors in EIS

- Common EIS errors, their causes and corrective actions.
- State's efforts to reduce the number of Block Approval Error.
- New data elements being collected for 2006-07 school year.

# Duplicate Student Error

Page: 1 of 1

Last, First, Middle Name	SSN	PIN	School Yr
PETERSON, CHRISTOPHER, DARRYL	[REDACTED]		2006

[Download Student Errors](#)

Error#	Severity	Error Message	Detail Information	Error Date Filename
4250	90 - Fatal Extract Record - Extract not stored in database	REC ID 040/ 090 RECORD NOT STORED DUE TO POSSIBLE CREATION OF DUPLICATE STUDENT, PLEASE CHECK BOTH NAME AND SSN OR PIN.	{student PETERSEN, CHRISTOPHER, DARRYL} {enrollment 330/21 2005 PETERSEN, CHRISTOPHER, DARRYL} {enrollment 330/21 2004 PETERSEN, CHRISTOPHER, DARRYL} {enrollment 330/55 2003 PETERSEN, CHRISTOPHER, DARRYL} {enrollment 330/55 2002 PETERSEN, CHRISTOPHER, DARRYL}	9/7/2006 [REDACTED] 907R13.zip
4200	90 - Fatal Extract Record - Extract not stored in database	REC ID 041 NO STUDENT RECORD FOUND.	Instructional Program Number 1, Type Of Service P, Enrollment Date 20060809, Enrollment Reason E, Primary District 330, Primary School 21	9/7/2006 [REDACTED] 0907R13.zip

- The student record has been rejected by EIS due to a name mismatch for the SSN or PIN number. In this example the last name submitted is spelled differently that what is currently stored in EIS.

# Preventing Duplicate Student Error

**Student List**

Page: 1 of 1

Sort By: Last, First Name

Order By: Ascending

Sort By: Select

Order By: Ascending

Sort By: Select

Order By: Ascending

**Sort**

Last, First, Middle Name Previous Last Name	State ID	SSN PIN	DOB	Ethnicity Gender	TOS	Gr	District	Enrollment Withdraw	Additional Student Information
BATTLE, n/a			11/25/1997	W F	P	3	20	7/27/2006 - E 8/8/2006 - 3	Select <input type="button" value="Go"/>
BATTLE, n/a			11/25/1997	W F	P	3		8/2/2006 - TR n/a	Select <input type="button" value="Go"/>

- Obtain the proper documentation to verify student name and social security number.
- The duplicate student error can be avoided by then checking to see if the student has previously been enrolled in a Tennessee public school.
- This can be done using the Student Search Screen in EIS.
- Remember to search state wide for all years.
- If student is found, verify your student data is correct.

# Correcting Duplicate Student Error

## ■ Corrective Action

- If the student's name is incorrect in your SIS database correct the name in your SIS program. This should result in a corrected extract being sent to EIS.
- If name is incorrect in EIS, name must be corrected and the student records restaged.
  - If another school or district incorrectly submitted the student's name in the past they need to make the correction. Please contact that district.
  - If the incorrect spelling cannot be corrected using your SIS program you can correct the spelling using the new EIS data entry screens.
  - EIS data entry screens are to be used as a last resort and then only to make EIS accurately reflect what is contained in your SIS database.

# Student SSN/PIN Error

Last, First, Middle Name	SSN	PIN	School Yr
MCCALLIE, DIONNTA, LASHUN	[REDACTED]		2006

Error#	Severity	Error Message	Detail Information	Error Date Filename
4268	90 - Fatal Extract Record - Extract not stored in database	STUDENT FOUND ON FILE USING OTHER SSN OR PIN THAN WAS PROVIDED	n/a	9/7/2006 33060907R13.zip
4200	90 - Fatal Extract Record - Extract not stored in database	REC ID 041 NO STUDENT RECORD FOUND.	Instructional Program Number 1, Type Of Service P, Enrollment Date 20060809, Enrollment Reason E, Primary District 330, Primary School 21	9/7/2006 33060907R13.zip

- A student with the same name, DOB, ethnicity, and gender currently exists in EIS with a different SSN and/or PIN number.



# Preventing Student SSN/PIN Error

- Obtain the proper documentation to verify student name and social security number at registration time.
- The SSN/PIN error can be avoided by checking to see if the student has previously been enrolled in a Tennessee public school.
- This can be done using the Student Search Screen in EIS.
- If student is found, verify your student data is correct.

# Correcting Student SSN/PIN Error

## ■ Corrective Action

- If the student's information is incorrect in your SIS database correct the name in your SIS program. This should result in corrected extract being sent to EIS.
- If student's information is incorrect in EIS, data must be corrected and the student records restaged.
  - If another school or district incorrectly submitted the student's data in the past they need to make the correction.
  - If the incorrect data cannot be corrected using your SIS program you can correct the data in EIS using the new EIS data entry screens.
  - EIS data entry screens are to be used as a last resort and then only to make EIS accurately reflect what is contained in your SIS database.



# Student Missing SSN/PIN Error

Page: 1 of 1

Last, First, Middle Name	SSN	PIN	School Yr
AVILA , ANGELICA , MARIA	000000000	000000000	2006

[Download Student Errors](#)

Error#	Severity	Error Message	Detail Information	Error Date Filename
4262	90 - Fatal Extract Record - Extract not stored in database	REC ID 040 EITHER A SSN OR PIN MUST BE PROVIDED FOR STUDENT	n/a	9/7/2006 [REDACTED]07R11.zip

- Any student record submitted to EIS that does not contain either a SSN or a PIN number will be rejected by EIS.

# Preventing Student Missing SSN/PIN Error

- Verify the student's SSN by viewing the student's Social Security Card.
- If no SSN is provided, check in EIS using a name search to see if the student exists in EIS.
  - If they exist in EIS use the existing SSN or PIN in EIS.
  - If they do not exist in EIS assign a PIN to the student using the format that is designated in the Attendance Manual.

# Correcting Student Missing SSN/PIN Error

- Follow the guidelines in the Prevention of Student 4262 error.
- Enter the SSN or PIN number into your SIS program for the student. This should result in a new record being generated for upload to EIS.
- Restage all other data submitted for this student to EIS for the school year.

# Student Not Found Error

Last, First, Middle Name		SSN	PIN	School Yr
[REDACTED]		[REDACTED]		2006
Error#	Severity	Error Message	Detail Information	Error Date Filename
4268	90 - Fatal Extract Record - Extract not stored in database	STUDENT FOUND ON FILE USING OTHER SSN OR PIN THAN WAS PROVIDED	n/a	9/7/2006 [REDACTED]907R13.zip
4200	90 - Fatal Extract Record - Extract not stored in database	REC ID 041 <b>NO STUDENT RECORD FOUND.</b>	Instructional Program Number 1, Type Of Service P, Enrollment Date 20060809, Enrollment Reason TR, Primary District [REDACTED] Primary School [REDACTED]	9/7/2006 [REDACTED]907R13.zip

- The student not found errors occurs when the student does not exist in EIS.
- This type of error can occur for the 041 through 051 student records and for the 091 through 093 student special education records.

# Preventing and Correcting Student Not Found Errors

- Most student not found errors can be avoided by making sure you have submitted all of your student 040 records to EIS.
- If a 040 record is rejected by EIS make corrections to the data and resubmit the 040 to EIS.
- These steps should be done very early in the school year prior to submitting the rest of the student extracts, both regular and special education.

# Staff Member Not Found Errors

Last, First, Middle Name		SSN	TLN	School Yr
				2006

Error#	Severity	Error Message	Detail Information	Error Date Filename
6052	90 - Fatal Extract Record - Extract not stored in database	REC ID 062 STAFF MEMBER NOT FOUND.	Current Assignment LB, Current Assignment Begin Date 20060801	8/31/2006 0830R02.ZIP

- These errors occur when a staff record (062 or 063) are submitted to EIS and the staff member is not stored in EIS.



# Preventing Staff Member Not Found Errors

- Most Staff Member Not Found errors can be avoided by making sure you have submitted all of your 060 Staff records to EIS early in the school year.
- If a 060 Staff record is rejected by EIS make corrections to the data and resubmit the 060 Staff record to EIS.
- These steps should be done very early in the school year prior to submitting the rest of the staff extracts.

# Staff Current Assignment Begin Date Error

Page: 1 of 1

Last, First, Middle Name	SSN	TLN	School Yr
			2006

[Download Staff Errors](#)

Error#	Severity	Error Message	Detail Information	Error Date Filename
6018	80 - Fatal Field - Field not stored; rest of extract processed	REC ID 062 INVALID DATE OR DATE FORMAT FOR STAFF CURRENT ASSIGNMENT BEGIN DATE. VALUE SENT: 00000000	Current Assignment PS, Current Assignment Begin Date 00000000, School Year 2006	8/31/2006 830R02.ZIP

- This error is caused by a staff member's current assignment begin data being outside of your school year or the begin date being zeros or null.

# Preventing and Correcting Staff Current Assignment Begin Date Error

- When setting up your staff's current assignments make sure that the begin date is between the calendar start and end date for that school.
- To correct these errors edit the incorrect current assignment begin dates in your SIS program and enter dates that are between the start and end dates for the school's calendar.

# Reducing Student Block Approval Errors

- EIS has been modified to only give the school that made the error the block approval.
- Two areas impacted:
  - Duplicate enrollment block approvals
  - Multiple schools enrolling student as an “E” or “E1”

# Duplicate Enrollment

**Student List**

Page: 1 of 1

Sort By: Last, First Name    Order By: Ascending    Sort By: Select    Order By: Ascending    Sort By: Select    Order By: Ascending    **Sort**

Last, First, Middle Name Previous Last Name	State ID	SSN PIN	DOB	Ethnicity Gender	TOS	Gr	District	Enrollment Withdraw	Additional Student Information
BATTLE, n/a			11/25/1997	W F	P	3	20	7/27/2006 - E 8/8/2006 - 3	Select <b>Go</b>
BATTLE, n/a			11/25/1997	W F	P	3		8/2/2006 - TR n/a	Select <b>Go</b>

- Student enrolled and withdrew from the first school.
- Student enrolled at the second school after the enrollment at the first school but prior to withdraw date at first school.

# Duplicate Enrollment

Last, First, Middle Name			STATE ID	SSN						
BATTLE, [REDACTED]			[REDACTED]	[REDACTED]						
District No	School No	PIN	TOS	Enrollment Date	Reason	Withdrawal Date	Reason	Pri Dst	Sch	Additional Student Info
[REDACTED]	20	n/a	P	7/27/2006	E	8/8/2006	3	[REDACTED]	20	Select [v] Go
DUPLICATE ENROLLMENT			District 160 School 20 Instructional Program Number 6, Type of Service P, Enrollment Date 27-JUL-06, Enrollment Reason E, Withdrawal Date 08-AUG-06, Withdrawal Reason 3, Primary District [REDACTED] Primary School 20							

- Only the school that delayed withdrawing the student receives the block approval error.
- This can be avoided by withdrawing the student on the first day they are absent.
- This can be corrected by changing the student's withdrawal date and submitting the correction to EIS.



# Multiple Schools Enrolling Student as a “E” or “E1”

- EIS has been changed to check to see if the student was enrolled in one of the schools on the last day of attendance in the previous year.
- If student was enrolled with one of the schools on the last day in the previous year that school will not receive a block approval error.

# New Student Data 2006-07

- ELL codes expanded to include “1” and “2”.
- The year the student entered 9<sup>th</sup> grade.
- Immigrant “Y” or “N” indicator and the date the immigrant student first entered the USA.
- Student classifications have been expanded to include “X” Free Lunch, “Y” Reduced Lunch, and “Z” Full Pay. The old code of “L” is no longer valid for the 2006-07 school year.

# New Student Data 2006-07

- New student classification “W” Imagination Library has been added.
- Attendance codes have been expanded to include unexcused absences.
- New withdrawal code for students who chose to attend another school due to Choice.
- New enrollment code for students who enroll at another school due to Choice withdrawal.

# New Student Data 2006-07

- Grade “P3” for three year old and grade “P4” for four year old children replaces the old “PK” grade. Former grade “PK” is not valid for the 2006-07.
- Student’s native language has been added.
- Student disability codes will be reported to EIS via Easy IEP or Easy Census.

# New Staff Data for 2006-07

- A Teacher of Indicator to note teacher of record for all classes.
- Staff Class Assignment Date has been added to indicate the end of a assignment.

# New Calendar Data for 2006-07

- Indicator to show if the school is on Block Scheduling.
- The date on which the Spring Block begins for the school.